

**USER'S GUIDE FOR
THE EQUITY IN ATHLETICS ACT
WEB-BASED DATA COLLECTION**

**U.S. Department of Education
Office of Postsecondary Education**

2007 (Revised 2008)

Introduction

The *Equity in Athletics Act (EADA)* was included in the *Improving America's School Act of 1994 (IASA)*, Public Law 103-382, enacted on October 20, 1994. Known as a “sunshine” law, the EADA was designed to make prospective students and prospective student-athletes aware of an institution of higher education's commitment to providing equitable athletic opportunities for its men and women students. Institutions must also disclose information about the financial resources and personnel that the school dedicates to its varsity teams.

Any coeducational institution of higher education that participates in Title IV, the federal student aid program, and has an intercollegiate athletic program, must comply with the *EADA* by preparing an annual report, officially called *The Report on Athletic Program Participation Rates and Financial Support Data*; more commonly known as the EADA Report. [Report cite 34 CFR 668.47] The EADA Report must be published by October 15 each year and must be made available upon request to students, prospective students, and the public. A prospective student is defined as an individual who has contacted an eligible institution requesting information concerning admission to that institution.

Institutions must submit their EADA report to the Secretary of Education within 15 days of making it available to students, prospective students, and the public. The sole mechanism for submitting the report is via the EADA web-based data collection. Data submitted online are migrated to the Office of Postsecondary Education's (OPE's) public website at <http://ope.ed.gov/athletics>.

This user's guide takes you step by step through the annual web-based data collection, commonly known as the EADA Survey. But first, a word of caution:

The requirements for the October 15 report and the web-based data collection differ in some respects. Therefore, we strongly urge you to read the EADA statute and regulations (<http://www.ed.gov/finaid/prof/resources/athletics/eada.html>) to make sure that your institution complies fully. Additional information is available at <http://www.ifap.ed.gov/sfahandbooks/attachments/Vol2FSAHBKCh60708.pdf>. The relevant pages are 2-67 and 2-74 through 2-75. Because the requirements differ to some extent, an institution may not fulfill the October 15 report requirement by posting the web-based survey screens on its website or by providing a link to OPE's public site.

Both the report and participation in the web-based data collection are mandatory. The dates by which institutions must comply with the EADA are congressionally mandated, and there is no grace period. Compliance with the EADA is monitored by the U.S. Department of Education (ED). In the case of noncompliance, ED may limit, suspend, or terminate the participation of any school in Title IV as well as impose civil fines of up to \$27,500 for each violation. [Civil penalty cite Sec. 487(c)(3)(B) of the HEA]

General Information About the Survey Application

Your specific data entry screens are determined by your responses to the Screening Questions. You will not see screens that do not pertain to your institution. That is, if your institution has women's sports teams only, you will not see screens for men's or coed teams. However, instructions in this user's guide address men's teams, women's teams, and coed teams. Please apply the information as appropriate for your school. For example, if you have women's teams only, follow the instructions that apply to women's teams and ignore the instructions that apply to men's teams and coed teams.

You can complete the survey during one session, or complete it over multiple sessions. Remember to save your data as you complete each screen and to close your browser when you log out of the survey.

Browsers and Cookies

The survey application works best with **Internet Explorer**. To download **Internet Explorer** for free, go to <http://www.microsoft.com/windows/downloads/ie/getitnow.msp>.

Once you have logged in to the EADA survey, a cookie is used to insure that you alone are allowed to access your institution's data and to insure that no unauthorized users can modify the existing data. A cookie is a small file that a website transfers to your computer's hard drive, usually to keep track of you while you are connected to that site. The cookies on the EADA survey site do not collect information about you; they collect information about your browser session. The cookie makes it easier for the EADA survey system to keep track of your login information, without having to provide the same information again as you move from one screen to another. The cookie and the information about your session are destroyed immediately after you close your browser, and are not stored on your computer. For more information, please click on the **Privacy Statement** link on the home page.

You can enable cookies as follows:

- Enabling cookies with **Internet Explorer 5**
 - Open Internet Explorer.
 - Go to Tools.
 - Select Internet Options.
 - Click the Security tab.
 - Select Internet as the content zone
 - Click Custom Level.
 - Go to Cookies and make sure that Enable is checked.
 - Go to Scripting and make sure that Enable is checked for all the scripting commands, particularly the Java applets.
 - Click OK and exit.
- Enabling cookies with **Internet Explorer 6**
 - Option 1*
 - Open Internet Explorer.
 - Go to Tools.
 - Select Internet Options.
 - Click the Privacy tab
 - You will see a sliding scroll bar. The bar should be set to Medium, which normally will allow our file to operate.
 - Click OK and exit.
 - Click Refresh. If this does not work, reboot your computer.

- If this still does not work, repeat this process but set the bar to Accept All Cookies. Make sure to set the bar back to its original setting after you exit the survey

Option 2

- Open Internet Explorer.
- Go to Tools
- Select Internet Options.
- Click the Privacy tab
- Click the Sites button
- Enter the EADA survey website URL (<http://surveys.ope.ed.gov/athletics>.) in the field labeled Address of Website.
- Click Allow to accept the web address.
- Click OK and exit.
- Click Refresh. If this does not work, reboot your computer.

Help Features

Throughout the survey you will see various help features. On the left side of the Home Page, there are links to access **Frequently Asked Questions (FAQs)**, the **Glossary**, and this **User's Guide** in its entirety.

After you log in, a horizontal menu bar appears at the top of your screen. You can click on the **Help** button on the bar to access the **FAQs** and the **Glossary**. You can also click on underlined terms on a screen to get their definitions from the **Glossary**

On every survey screen you can click on **Click here for screen instructions** to get specific instructions for completing that screen.

Navigation

- **Data fields:** On each data entry screen you can move from one data field to the next using the tab key or you can position the cursor with your mouse to make a selection.
- **Screens:** You can move from screen to screen in two ways:
 - After you complete a screen, you can click on the **Next** button at the bottom of the screen to move through the survey screens sequentially.
 - You can use the left side menu to either move through the survey screens sequentially or to move to a specific screen.

Caveat boxes

Each screen has a caveat box. It provides space to write anything you think would help the reader better understand the data on that specific screen. For example, if your expenses this year were significantly greater than your expenses for the last few years, you can explain the increase. Or, you can explain that although the equestrian team has historically been a coed team, because there were no male participants this reporting year, that team is considered to be a women's team for the purposes of the EADA survey.

The use of the caveat box is optional in all but one case. If you select **Other Sports** on the Sports Selection screen, you must enter the name of the sport(s) in the caveat box on that screen.

Be concise when providing additional text as the caveat boxes allow only 1,000 characters each. Double-check your entries for spelling and grammar because the caveats will appear along with your data on the Office of Postsecondary Education's public website.

Note: Do not use the symbols < or > in your text. The survey system cannot save your text if you do.

Errors

If the system detects an error when you try to save data on a specific screen, you will see an icon next to the associated data field. Click on the icon to get an explanation of the problem.

Printing survey screens

There are various ways to print your survey screens.

- To print blank screens:
 - Click on **Print Survey Forms** on the Home Page. Click on the **View Form** link. Click on **Print Form(s)** at either the top or bottom of the screen.
 - Click on **Reports** on the menu bar at the top of your screen. Click on **Printable Read-Only Survey Form**. Click on **View Form**. Click on **Print Form(s)** at either the top or bottom of the screen.

Note: You cannot use these forms for data entry. You must log into the system to enter and record your data.

- To print your completed screens:
 - Click on **Reports** on the menu bar at the top of your screen. Click on **Survey Forms (Data)**. Click on **Show Form**. Click on **Print Form(s)** at either the top or bottom of the screen.
 - After your survey has been locked, click on the **Print Data** link on the Survey Status screen. Click on **Show Form**. Click on **Print Form(s)** at either the top or bottom of the screen.

We strongly recommend that you print a copy of your completed survey for your records.

Other important information:

- **Reporting period:** You are reporting for a 12-month period. Neither the time a particular expense is incurred (e.g., postseason) nor the source of revenues used to pay for a particular expense (e.g., fund-raising) during that time period is relevant. You are expected to maintain the same 12-month reporting period from year to year. That is, if your reporting period was from 07/01/2006 to 06/30/2007 for the previous year's survey, your reporting period should be from 07/01/2007 to 06/30/2008 for this year's survey. If you must change the 12-month reporting period, because, for example, your institution's fiscal year changes, you must include all monies for that period even if you previously reported a portion of the monies on last year's survey when you had a different fiscal year. Be sure to explain the situation on the Supplemental Information screen.
- **Use whole numbers:** Enter whole numbers only, except for the Head Coaches' Salaries and Assistant Coaches' Salaries screens. Those screens ask for full-time equivalents (FTEs) which may be entered as decimals. Do not use commas or dollar signs.
- **Obtaining additional help with your survey:** The EADA Help Desk is available toll-free by telephone at (888) 233-5421 and e-mail (eadahelp@westat.com) throughout the data collection period. The telephone help desk is available from 8:00 a.m. to 6:00 p.m. Eastern time, Monday through Friday.

If a staff member is not available when you call, please leave a message with the following information and we will return your call as soon as possible:

- your name and title
- the name of your school
- a brief description of why you are calling
- your telephone number
- the best time to call you back

If you e-mail the help desk, please include the following information and we will answer your e-mail as soon as possible:

- your name and title
- the name of your school
- a detailed description of the problem you are having

E-mail correspondence

At certain stages during the data collection period, e-mails are automatically generated by the survey system. For example, after you complete the Registration screen, the system will send an e-mail to the address listed on that screen acknowledging the survey registration. The system sends a similar e-mail after the survey is locked.

The Help Desk sends e-mails for various other reasons. If you haven't registered by a particular date, we send an e-mail as a friendly reminder so that your institution doesn't miss the deadline. If you enter your data, but forget to check for errors, or forget to lock your survey, we will contact you as a reminder. If, upon reviewing your data, questions arise, we will send an e-mail that asks you to contact us to resolve the problem.

A note about the National Collegiate Athletic Association (NCAA) Survey

Although the NCAA survey collects similar data to the EADA survey, the two surveys are not identical. An institution may not submit the NCAA survey to the U.S. Department of Education in place of the EADA survey.

The Web-Based Data Collection

Getting Started

Registration Packet

Each August, the U.S. Department of Education sends a packet by regular mail to the chief administrator of every Title IV coeducational institution of higher education that participates in intercollegiate athletics. The packet contains two items. The first is a letter to inform the chief administrator about the upcoming EADA web-based data collection. The other item is a registration certificate which contains the following information necessary to access the survey website and enter data:

Contents	Description
User id	Typically, the user id consists of an uppercase letter followed by 8 numbers. For example: D12345678. Note: A new user id is issued every year.
Password	The password consists of 8 characters, made up of uppercase letters, lowercase letters, numbers, and symbols. For example: A1BcaaD%. Note: A new password is issued every year.
Web address	The web address is the address you must enter into your computer's browser to access the survey site. The site is located at: http://surveys.ope.ed.gov/athletics .
Telephone help desk number	This is a toll-free number to call if you need help with the survey. The number is (888) 233-5421.
E-mail help desk address	This is the address to use if you would like help with the survey via e-mail. The address is: eadahelp@westat.com .
Data collection dates	These are the dates of the current data collection: Sept. 12 to Oct. 31.

Although schools receive new user ids and passwords in August, the data collection site does not open until sometime in September. The exact date appears on the registration certificate. You will not be able to log onto the site until that day. The data collection will close on the day indicated on the registration certificate. There are no extensions.

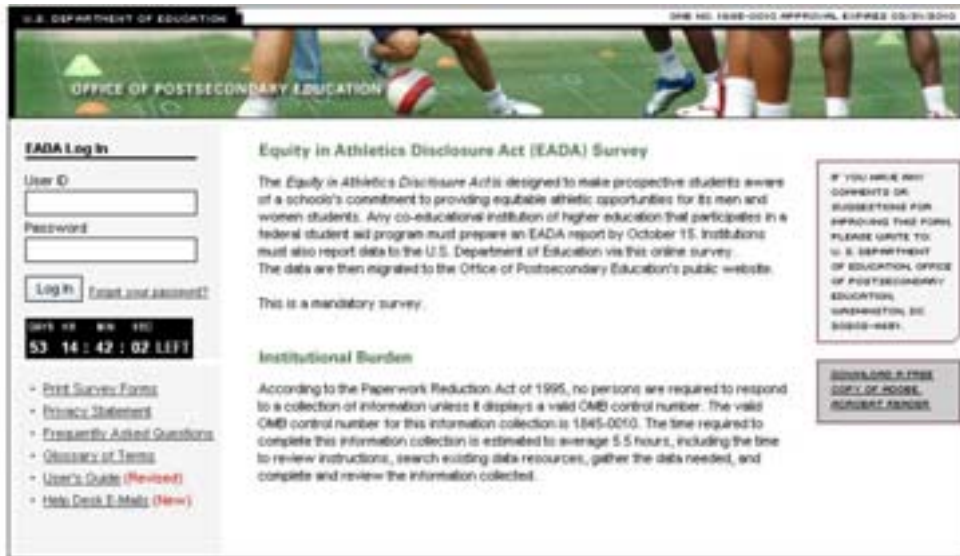
Please note that although you have until the deadline printed on the registration certificate to complete your survey, it is better to complete it as soon as possible so that if you have any problems or questions, you can receive timely assistance by telephone or e-mail from our help desk staff. The later in the data collection period, the busier the help desk becomes.

Login

To access the survey, enter <http://surveys.ope.ed.gov/athletics> into your browser. The survey Home Page is the first screen you will see.

Enter your user id and password in the boxes under **EADA Log In** on the upper left side of your computer screen. They are case sensitive so you must enter them exactly as they are shown on the registration certificate. Do not tell the survey application to remember your password as you will have to change it on the Change Password screen. Next, click on the **Login** button.

If you are attempting to log in for the first time, but have misplaced your user id and/or password, please call the EADA Help Desk toll-free at (888) 233-5421 or e-mail the help desk at eadahelp@westat.com for assistance.



The screenshot shows the EADA Log In page. At the top, there is a banner with the text "U.S. DEPARTMENT OF EDUCATION" and "OFFICE OF POSTSECONDARY EDUCATION". Below the banner, on the left, is the "EADA Log In" section with fields for "User ID" and "Password", a "Log In" button, and a link for "Forgot your password?". A timer shows "53 : 14 : 42 : 02 LEFT". Below the timer are links for "Print Survey Forms", "Privacy Statement", "Frequently Asked Questions", "Overview of Terms", "User's Guide (Revised)", and "Help Desk E-Mail (New)". In the center, the "Equity in Athletics Disclosure Act (EADA) Survey" section explains the purpose of the survey and states it is mandatory. Below this is the "Institutional Burden" section, which mentions the Paperwork Reduction Act of 1995 and provides a valid OMB control number (1845-0040) and an estimated completion time of 5.5 hours. On the right, there is a box for "IF YOU HAVE ANY COMMENTS OR SUGGESTIONS FOR IMPROVING THIS FORM, PLEASE WRITE TO: U.S. DEPARTMENT OF EDUCATION, OFFICE OF POSTSECONDARY EDUCATION, WASHINGTON, DC 20002-4431" and a button for "DOWNLOAD A FREE COPY OF FORM, SUBMIT ANSWER".

Survey Eligibility

The purpose of the Survey Eligibility screen is to confirm that your institution is required to participate in the EADA survey. The term “coeducational” refers to the composition of the school’s undergraduate student body. If your school only has female undergraduates or only has male undergraduates, the EADA does not apply to your school’s intercollegiate athletic program.

Read the three criteria. If your institution meets all three criteria, click on the **Submit** button at the bottom of the screen. This will take you to the Registration screen.

If your institution doesn’t meet all three criteria:

Call the EADA Help Desk toll-free at (888) 233-5421.

The screenshot shows the Survey Eligibility screen of the EADA survey. At the top, there is a header with the U.S. Department of Education logo and the Office of Postsecondary Education. Below the header, there is a red banner with the text "Institution: Sample University (438415) (1)" and "User ID: 1840484151". The main content area is titled "Survey Eligibility" and contains the following text:

Your institution is required to participate in this survey if the institution:

- Participates in Federal Student Aid programs authorized by Title IV of the Higher Education Act,
- Participates in intercollegiate athletics at the varsity level, and
- Is a coed institution.

If this institution does not meet all three of the criteria listed above, please call the EADA Help Desk toll-free at (888) 233-5421.

If this institution meets all three criteria listed above, answer YES below and then click on Submit.

☒ YES, the institution meets all three of the criteria listed above.

Change Password

For security reasons, the Change Password screen prompts you to change the password that you initially used to log in to the survey. Use the rules printed on the screen to create your new password and follow these steps:

1. Enter your password in the **Password on registration certificate** field.
2. Enter your new password in the **New Password** field.
3. Enter it again in the **Confirm New Password** field.
4. Click on **Change Password**.

U.S. DEPARTMENT OF EDUCATION

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University (458915) (X) User ID: 884589151

LOGOUT

Change Password

- Thank you for logging on to the EADA data collection system.
- For security purposes, you must change your password using the rules that follow.
- Please keep a record of your new password in a secure place as you will need it each time you re-enter this site.

Password must conform to the following rules:

- Must be between eight and fourteen characters long
- Must contain at least one upper case character (A, B, C...)
- Must contain at least one lower case character (a, b, c...)
- Must contain at least one numeric character (1, 2, 3...)
- Must contain at least one special character (!, @, #, \$, %, ^, & or *)

Password on registration certificate	<input type="text"/>
New Password	<input type="text"/>
Confirm New Password	<input type="text"/>

Change Password

Keep a record of your new password in a secure place as it will be the password you need each time you log in to the survey. That is, the password printed on the registration certificate will become inactive after you create a new one, and only the new password will allow you to re-enter the survey.

If you do misplace or forget your new password, click on the **Forgot your password?** link under **EADA Log In**. Enter your user id and the e-mail address that is listed on the survey Registration screen. The survey system will reset your password and send it to that address. If the e-mail address you enter does not match the address on the Registration screen or if it is not a valid address, the system cannot send your password and you must contact the EADA Help Desk toll-free at (888) 233-5421 or e-mail the help desk at edahelp@westat.com for assistance.

Note: If your institution is participating in the EADA Survey for the first time, and you forget the password for your initial log in, you must contact the help desk by telephone or e-mail because you will not yet have entered an e-mail address on the Registration screen.

Registration

You must complete this screen before you can continue with the survey.

Information you need to complete this screen:

- Enter the contact information for the individual with primary responsibility for completing the survey. This is the person we will contact if we have questions about the data.
- Make sure your e-mail address is correct and then enter it again in the “Confirm e-mail address” field. If it is incorrect, it will delay the receipt of important information about the status of your survey.
- We suggest that you review/complete the Registration screen when the EADA Survey site first opens so that we know you were able to log in.

Screen instruction:

This screen should contain the name and contact information of the primary person who will enter the survey data. Review the screen and make changes, if necessary.

Directions:

- 1) If your institution is participating in this survey for the first time, complete the screen, making sure to fill in every field that is marked with an asterisk (*). If you do not enter information in the required fields, you will not be able to proceed with the survey.
- 2) If your institution participated in the previous year’s survey, the screen will be pre-filled. Review the information and make changes if necessary.
- 3) After you finish completing or updating the screen, click on **Update** to continue (even if you didn’t make any changes.)

Note: If you want to edit the **Registration** screen after it has been updated and you have moved on to another screen, click on **Survey Status** on the horizontal menu bar at the top of your screen and you will see the **Edit Registration** link under “Options at this point in the survey.”

U.S. DEPARTMENT OF EDUCATION
ONE NO. 1000-0000 APPROVAL NUMBER 00/00/0000

OFFICE OF POSTSECONDARY EDUCATION
Institution: Sample University (450915) (X) User ID: 4509151

LOGOUT

Registration
[Click here for screen instructions](#)

- This screen should contain the name and contact information of the primary person who will enter the survey data. Review the screen and make changes, if necessary.
- Required fields are indicated with asterisks (*).
- Click the Update button to complete your registration, whether you've made changes or not.
- Once you've registered you can generate user ids and passwords for additional users.

Sample University (450915)

First Name *	Sample
Last Name *	User
Title *	Sample Title
Address 1 *	Sample Address
Address 2	
City *	Sample City
State *	Virginia
Zip *	12345 -
Phone *	111 - 222 - 3333
Extension	
Fax	- -
E-mail Address *	Sample@westat.com
Confirm E-mail Address *	

Update

Survey Status

The Survey Status screen shows how far you've progressed in the survey and what, if anything, you need to do next. It provides links to the various sections of the survey and allows you to go back and review or change data. You will know that your survey is locked when the status for Enter Data reads **Complete**.

Also, once you complete the preliminary survey screens, you will see an “**AM I Done? Click here for answer**” link on this screen. When your survey has been locked, click on this link for confirmation.

U.S. DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION
Distribution: Sample University (450915) (1) User ID: 884509153

SURVEY STATUS **REPORTS** **TOOLS** **HELP** **LOGOUT**

Survey Status

[Click here for screen instructions](#)

This screen guides you through the survey, tracks your progress, and allows you to revisit various screens to edit your data. The box below provides three types of information:

- "Survey Section" contains links to the various sections of the survey.
- "Status" shows the current status of the survey sections.
- "Options at this point in the survey" provides links that allow you to view, edit, or print your data. Different options are available depending on how far you've progressed in the survey.

You can access the Survey Status screen from other sections of the survey by clicking on the Survey Status link on the horizontal menu bar at the top of your screen.

Help with individual screens is available by clicking on the "Click here for screen instructions" link in the upper right corner of most screens. Additional assistance is available by calling our help desk toll-free at (888) 233-5421 or e-mailing us at edhelp@nces.ed.gov.

AM I DONE? Click here for answer Your survey must be Locked before the data collection closes.
The survey status will appear after the Registration and Identification screens have been completed.

Sample University (450915)		
Registration	Complete	Edit Registration
Identification/Identification	Not Updated	

Institution Identification

Information you need to complete this screen:

- This screen asks for contact information for your institution and your athletic department, the reporting year for which you will enter data, the number of undergraduate students at your institution, and your athletic sanctioning body.
- If your institution completed a survey for the prior year, most of the information will be pre-filled, but you may change it if necessary, except for the institution's name which is hard coded. If the name of your institution has changed, please notify the agency that accredits your institution. The new name will subsequently be changed in the EADA Survey database.
- The pre-filled number of undergraduates is taken from your institution's Fall IPEDS survey. Please do not change the number unless it was reported incorrectly on the IPEDS Survey.
- You are expected to maintain the same 12-month reporting period from year to year. That is, if your reporting period was from 07/01/2006 to 06/30/2007 for the previous year's survey, your reporting period should be from 07/01/2007 to 06/30/2008 for this year's survey. If you must change the 12-month reporting period, because, for example, your institution's fiscal year changes, be sure to note the change and the reason for it on the Supplemental Information screen.

Screen instruction:

Please enter/review all applicable information.

Directions:

- 1) If your institution is participating in this survey for the first time, complete the screen.
- 2) If your institution participated in this survey last year, review the pre-filled information and make any necessary changes.
- 3) After you complete/review the screen, click on Update to record your information. If the system does not detect any errors, you will get the message "Updated Successfully." Click on **Return to Survey Status** to continue.

Note: If you want to edit the **Institution Identification** screen after it has been updated and you have moved on to another screen, click on **Survey Status** on the horizontal menu bar at the top of your screen and you will see the **Edit Identification** link.

U.S. DEPARTMENT OF EDUCATION

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THE COLLEGE-BASED OFFICIALS REPORT (COLLEGE-BASED)

Institution: Sample University (40010) ID: User ID: 44499014

STATUS STARS

REPORTS

TOOLS

HELP

LOGOUT

Institution Identification

Click here for access instructions

Please enter review all applicable information. Required fields are indicated with asterisks (*).
You cannot change the name of your institution on this screen. If the name of your institution has changed, please notify your institution's accrediting agency.

General Information

Institution Name

Sample University

Address 1 *

Sample Address

Address 2

City *

Sample City

State *

Virginia

ZIP Code *

12345

Telephone *

Ext.

Athletic Department

Athletic Department Name *

Athletic Director Name *

Address 1 *

Address 2

City *

State *

ZIP Code *

Telephone *

Ext.

Chief Administrative Officer

Chief Administrative Officer's Name *

Sample Admin

Title *

Sample

Telephone *

111

222

3333

Ext.

Fax

E-mail Address *

LEADS General

Designated Reporting Year *

Note: This reporting period must be 12 months. Use below for the reporting year toward the government form sent to you.

Begin (MM/YY)

1947

End (MM/YY)

1999

Number of full-time undergraduate students (i.e., full-time, non-emergency degree-seeking students) by gender. The numbers below were entered on your institution's report. If you are using the online reporting tool, the numbers below may vary if you have updated your report.

	Number	Percent
Male undergraduate students	0	0 %
Female undergraduate students	0	0 %
Total undergraduate students	0	100 %

Athletic Reporting Data for the Reporting Period (year 1947) (year 1999)

☐ NCAA Division I-A
☐ NCAA Division I

☐ NCAA Division I-AA
☐ NCAA Division II

☐ NCAA Division I-AAA
☐ NCAA Division III

☐ NCAA Division II (with football)
☐ NCAA Division II

☐ NCAA Division II (without football)
☐ NCAA Division II

☐ NCAA Division III (with football)
☐ NCAA Division III

☐ NCAA Division III (without football)
☐ NCAA Division I

☐ Other
☐ NCAA Division II

Other Description

Update Status

Report Complete

Not Updated

Update

Return to Survey Status

Screening Questions

Information you need to complete this screen:

- Respond to these questions carefully, as the answers you provide will determine which subsequent survey screens are appropriate for your institution.
- A coed team is *a single team on which men and women compete as equals*.
- A coed team is **not**:
 - A team on which both men and women are eligible to join, but that has only men or only women participants for the reporting period.
 - A men's basketball team and a women's basketball team traveling on the same bus.
 - A men's diving team and a women's diving team that practice together but do not compete on the same team.
- Graduate assistants and volunteers who served as assistant coaches are assistant coaches for the purposes of this survey.

Screen instruction:

Please answer these questions carefully as your answers will determine which subsequent data entry screens are appropriate for your institution.

Directions:

Question 1: Indicate whether you will report operating expenses by team or per participant.

Question 2: Identify the types of varsity sports teams your institution has.

Question 3: If you have any assistant coaches, select **Yes** and indicate whether they are assistant coaches for Men's Teams, Women's Teams, and/or Coed Teams. If you do not have assistant coaches for any of your varsity sports teams, select **No**.

When you have completed this screen, click on **Save** to record your data. If no errors are detected, the next screen will read **Data saved successfully**. Click on **Next** to continue.

U.S. DEPARTMENT OF EDUCATION

OMB NO. 1848-0042 APPROVAL EXPIRES 03/31/2010

OFFICE OF POSTSECONDARY EDUCATION

Institution: **Sample University (40913) (X)** User ID: **ES409131**

[SURVEY STATUS](#)
[REPORTS](#)
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[LOGOUT](#)

Screening Questions

Hide Menu

Screening Questions

Screening Questions

Click here for screen instructions

Please answer these questions carefully as your responses will determine which subsequent data entry screens are appropriate for your institution.

1. How will you report Operating Expenses (i.e., Game Day expenses)?

☐ By Team

☐ Per Participant

2. Select the type of varsity sports teams at your institution.

☐ Men's Teams Only

☐ Women's Teams Only

☐ Both Men's Teams and Women's Teams

☐ Men's Teams and Coed Teams

☐ Women's Teams and Coed Teams

☐ Men's Teams and Women's Teams and Coed Teams

☐ Coed Teams Only

3. Do you have any assistant coaches?

☐ Yes

☐ Men's Teams

☐ Women's Teams

☐ Coed Teams

☐ No

Invalid data type

Fatal error

Accepted error

• If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.

• When you click on a confirm or explain icon, a drop-down box will appear. Enter your confirmation or explanation in that box. Do not use the cancel box for this purpose.

Save

Next

Reset

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Sports Selection

Note: Instructions in this user's guide address men's, women's, and coed teams. Please apply the information as appropriate for your school. For example, if you have women's teams only, follow the instructions that apply to women's teams and ignore the instructions that apply to men's teams and coed teams.

Information you need to complete this screen:

- You are offered a choice on how you report for track and field teams and swimming and diving teams, if applicable:
 - If you have combined budgets for your track and field teams, you should choose Track and Field and Cross Country (combined), and report for these teams in a combined manner throughout the survey. (If you have, for example, outdoor and cross country, but not indoor track, you can still choose Track and Field and Cross Country (combined), and then explain in the caveat box that your institution does not have indoor track.) If you choose to report for these teams in a combined manner, do not check each individual track and field team. Also, do not combine your men's teams with your women's teams. That is, if you choose Track and Field and Cross Country (combined), under men's teams, and you also want to report in a combined manner for your women's track and field teams, you must choose Track and Field and Cross Country (combined), under women's teams as well.
 - If you have combined budgets for your swimming and diving teams, you should choose the Swimming and Diving (combined) category, and report for these teams in a combined manner throughout the survey. If you choose to report for these teams in a combined manner, do not check Swimming or Diving. Also, do not combine your men's teams with your women's teams. That is, if you choose Swimming and Diving (combined) under men's teams, and you also want to report in a combined manner for your women's swimming and diving teams, you must choose Swimming and Diving (combined) under women's teams as well.
 - You must include all varsity teams, not just those that are governed by your institution's athletic sanctioning body.
- If you select Other Sports, you must identify the sport(s) in the caveat box.
- Note: For the purposes of the Equity in Athletics Disclosure Act, cheerleading and dance are not varsity sports. To be considered a sport under the EADA, an activity's primary purpose must be to engage in intercollegiate competition.
- A coed team is *a single team on which men and women compete as equals*.
- A coed team is **not**:
 - A team on which both men and women are eligible to join, but that has only men or only women participants for the reporting period.
 - A men's basketball team and a women's basketball team traveling on the same bus.
 - A men's diving team and a women's diving team that practice together but do not compete on the same team.
- If your institution had start-up costs for a team that did not have any games during the reporting period, do not select that sport on this screen. Include the start-up monies only on the Total Revenues and Total Expenses screens in the "Not Allocated by Gender/Sport" field. You can explain this situation in the caveat box on the Sports Selection screen.
- If you complete this screen, but later return to it to make changes, please note the following: if you select an additional team, you must remember to include data for that team on subsequent survey screens. If you delete a team, all of the data for that team on subsequent screens will be deleted as well.

Directions

Identify all of your men's varsity sports teams, all of your women's varsity sports teams, and all of your coed varsity sports teams, as appropriate.

Click on the **Save** button at the bottom of the screen. If no errors are detected, the next screen will read **Data saved successfully**. Click on **Next** to continue.

Sports Selection - Men's, Women's and Coed Teams

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Screening Questions

Screening Questions

Sports Selection M/V/C

Select the varsity sports teams at your institution.

Sport	Men's	Women's	Coed	Sport	Men's	Women's	Coed
Archery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Badminton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basketball	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basketball	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beach Volleyball	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bowling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cross Country	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equestrian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fencing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Field Hockey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Football	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Golf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gymnastics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ice Hockey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lacrosse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rifle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rodeo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rowing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sailing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skiing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soccer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Softball	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Squash	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Swimming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Swimming and Diving (combined) *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Synchronized Swimming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Table Tennis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Handball	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tennis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Track and Field (Indoor)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Track and Field (Outdoor)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Track and Field and Cross Country (combined) *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Volleyball	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Polo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Weight Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wrestling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Sports (Specify sports in the caveat box.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CAVEAT

* You may report data for track and field teams separately or in a combined manner (i.e., Track and Field and Cross Country (combined)) and data for Swimming and Diving teams separately or in a combined manner (i.e., Swimming and Diving (combined)).

Note: Dancing and Cheerleading are not reportable sports.

If after leaving this screen you return to it to add a sport, be sure to include associated data for that sport on subsequent screens. If you return to this screen to delete a sport, all associated data for that sport will be deleted from subsequent screens as well.

 Invalid data type  Fatal error  Accepted error

• If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.

• When you click on a confirm or explain icon, a drop-down box will appear. Enter your confirmation or explanation in that box. Do not use the caveat box for this purpose.

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Athletics Participation

Note: Instructions in this user's guide address men's, women's, and coed teams. Please apply the information as appropriate for your school. For example, if you have women's teams only, follow the instructions that apply to women's teams and ignore the instructions that apply to men's teams and coed teams.

Information you need to complete this screen:

- Participants *means students who, as of the day of a varsity team's first scheduled contest*
(A) *Are listed by the institution on the varsity team's roster*
(B) *Receive athletically related student aid*
(C) *Practice with the varsity team and receive coaching from one or more varsity coaches.*

A student who satisfies one or more of these criteria is a participant, including a student on a team the institution designates or defines as junior varsity, freshman, or novice, or a student withheld from competition to preserve eligibility (i.e., a redshirt), or for academic, medical, or other reasons.

- Include fifth-year team members who have already received a bachelor's degree.
- If a student participates on two teams, for example, the football team and the lacrosse team, count that student as a participant on each of the teams.
- Do not count individuals who joined the team after the day of the first scheduled contest.
- Male practice players who are listed on the women's team roster as of the day of the first scheduled contest should be counted as participants on the women's team.
- A scheduled scrimmage meets the definition of a team's first scheduled contest if the score counts. If the scrimmage is played just for fun or practice and the result of the scrimmage doesn't matter in the long run, it wouldn't count.

Varsity team means a team that is designated or defined by its institution or an athletic association as a varsity team or primarily competes against other teams that are designated or defined by their institutions or athletic associations as varsity teams.

- A coed team is *a single team on which men and women compete as equals.*
- If your institution fields a team on which both men and women may participate, but in the year for which you are reporting, that team did not have any women participants or did not have any men participants, you may not include that team as a coed sport on the current survey. Instead, include it as a men's team or a women's team.
- Unduplicated count *means a head count of all of the participants on at least one varsity team, by gender.* So if an individual participates on more than one varsity team, include that individual only once in your unduplicated count. In other words, picture all of your student-athletes standing in a gym at the same time. Count the number of males. That is the unduplicated count for men. Count the females. That is the unduplicated count for women. The unduplicated count for male participants must be equal to or less than the total number of male participants and the unduplicated count for female participants must be equal to or less than the total number of female participants.

Screen instruction:

Enter the number of participants on each varsity sports team as of the day of the first scheduled contest.

Directions:

- 1) Enter the number of participants on each of the men's teams listed on the screen.
- 2) Enter the number of participants on each of the women's teams listed on the screen.
- 3) Enter the number of male participants on each of the coed teams listed on the screen.
- 4) Enter the number of female participants on each of the coed teams listed on the screen.
- 5) Enter the unduplicated count of male participants.
- 6) Enter the unduplicated count of female participants.
- 7) Click on **Save** at the bottom of the screen to record your data.

Note that the system will automatically calculate the data for any other category on this screen.

[Click here for screen instructions](#)

Helle Mørnes

- ### Participants

Participation MWC

Head Coaches Men's Teams

Information you need to complete this screen:

- You must consider graduate assistants and volunteers who served as head coaches to be head coaches for the purposes of the EADA.
- If an individual coaches more than one sport, that individual is not a full-time coach for either sport.
- A full-time coach is someone who coaches one team full-time and is a full-time employee of the institution.
- If your institution has a team with co-head coaches, enter one as the head coach and the other as an assistant coach. You can explain in the caveat box that you made this adjustment for the purposes of the EADA Survey. There are four exceptions: (1) you may enter up to three head coaches for Track and Field and Cross Country (combined); (2) you may enter up to two head coaches for Swimming and Diving (combined); (3) you may enter a head coach for each of the teams you list in Other Sports and (4) if your school has multiple co-educational campuses with the same type of varsity sports teams, you can report a head coach for each of the campuses (For example, if you are reporting for two campuses that have baseball teams, you can enter 2 head coaches for baseball.)

Screen instruction:

Indicate whether the head coach of each team was male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was a full-time or part-time employee/volunteer of the institution.

Directions:

- 1) Enter the number of male head coaches for each men's team listed.
- 2) Indicate whether the individual is a full-time or a part-time coach.
- 3) Indicate whether the individual is a full-time employee of the institution or a part-time employee/volunteer.
- 4) Enter the number of female head coaches for each men's team listed.
- 5) Indicate whether the individual is a full-time or a part-time coach.
- 6) Indicate whether the individual is a full-time employee of the institution or a part-time employee/volunteer.
- 7) Click on **Save** at the bottom of the screen to record your data.

Note that the system will automatically calculate the data for all other categories on this screen.

U.S. DEPARTMENT OF EDUCATION

OMB NO. 1845-0047 APPROVAL NUMBER 10-01-0010

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University (409915) (1)

User ID: 60-4099151

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Head Coaches - Men's Teams

A full-time head coach is an individual who coaches one team full-time **and** is a full-time employee of the school.

Track/Team	Male Head Coaches				Female Head Coaches				Total Head Coaches
	Full-Time Coaching Duties	Part-Time Coaching Duties	Full-Time University Employee	Part-Time University Employee or Volunteer	Full-Time Coaching Duties	Part-Time Coaching Duties	Full-Time University Employee	Part-Time University or Volunteer	
Archery									
Badminton									
Coaching Position Totals									

CAVEAT

Invalid data type

Fatal error

Accepted error

If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.

When you click on a confirm or explain icon, a drop-down box will appear. Enter your confirmation or explanation in that box. Do not use the caveat box for this purpose.

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Head Coaches Women's Teams

Information you need to complete this screen:

- You must consider graduate assistants and volunteers who served as head coaches to be head coaches for the purposes of the EADA.
- If an individual coaches more than one sport, that individual is not a full-time coach for either sport.
- A full-time coach is someone who coaches one team full-time and is a full-time employee of the institution.
- If your institution has a team with co-head coaches, enter one as the head coach and the other as an assistant coach. You can explain in the caveat box that you have made this adjustment for the purposes of the EADA Survey. There are three exceptions: (1) You may enter up to three head coaches for Track and Field and Cross Country (combined); (2) you may enter up to two head coaches for Swimming and Diving (combined); and (3) you may enter a head coach for each of the teams you list in Other Sports.

Screen instruction:

Indicate whether the head coach of each team was male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was a full-time or part-time employee/volunteer of the institution.

Directions:

- 1) Enter the number of male head coaches for each women's team listed.
- 2) Indicate whether the individual is a full-time or a part-time coach.
- 3) Indicate whether the individual is a full-time employee of the institution or a part-time employee/volunteer.
- 4) Enter the number of female head coaches for each women's team listed.
- 5) Indicate whether the individual is a full-time or a part-time coach.
- 6) Indicate whether the individual is a full-time employee of the institution or a part-time employee/volunteer.
- 7) Click on **Save** at the bottom of the screen to record your data.

Note that the system will automatically calculate the data for all other categories on this screen.

Head Coaches Coed Teams

Information you need to complete this screen:

- You must consider graduate assistants and volunteers who served as head coaches to be head coaches for the purposes of the EADA.
- If an individual coaches more than one sport, that individual is not a full-time coach for either sport.
- A full-time coach is someone who coaches one team full-time and is a full-time employee of the institution.
- If your institution has a team with co-head coaches, enter one as the head coach and the other as an assistant coach. You can explain in the caveat box that you have made this adjustment for the purposes of the EADA Survey. There are three exceptions: (1) You may enter up to three head coaches for Track and Field and Cross Country (combined); (2) you may enter up to two head coaches for Swimming and Diving (combined); and (3) you may enter a head coach for each of the teams you list in Other Sports.

Screen instruction:

Indicate whether the head coach of each team was male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was a full-time or part-time employee/volunteer of the institution.

Directions:

- 1) Enter the number of male head coaches for each coed team listed.
- 2) Indicate whether the individual is a full-time or a part-time coach.
- 3) Indicate whether the individual is a full-time employee of the institution or a part-time employee/volunteer.
- 4) Enter the number of female head coaches for each coed team listed.
- 5) Indicate whether the individual is a full-time or a part-time coach.
- 6) Indicate whether the individual is a full-time employee of the institution or a part-time employee/volunteer.
- 7) Click on **Save** at the bottom of the screen to record your data.

Note that the system will automatically calculate the data for all other categories on this screen.

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A full-time head coach is an individual who coaches one team full-time **and** is a full-time employee of the school.

[illegible]

CAVEAT

Invalid data type Fatal error Accepted error

• If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.

• When you click on a confirm or explain icon, a drop-down box will appear. Enter your confirmation or explanation in that box. Do not use the reveal box for this purpose.

By employees

Save

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Do not

Head Coaches' Salaries

Note: Instructions in this user's guide address men's, women's, and coed teams. Please apply the information as appropriate for your school. For example, if you have women's teams only, follow the instructions that apply to women's teams and ignore the instructions that apply to men's teams and coed teams.

Information you need to complete this screen:

- Exclude volunteer coaches from the calculation of average salaries.
- The salaries of coaches paid by entities other than the institution should be excluded from your calculation. However, if a third party gave money to the institution and the institution included that money in the salary it paid the coach for coaching, that money should be counted.
- Calculate the average salary per head coach by adding all of the head coaches' salaries and dividing by the number of head coaches.
- Report all wages and bonuses the institution pays a coach as compensation attributable to coaching.
- Do not include benefits on this screen. Benefits should be included along with salaries and bonuses on the Total Revenues and Total Expenses screens.
- An institution may base its report on a coach's W-2 form so long as that document contains information that conforms to the U.S. Department of Education's interpretation of the EADA statute. Note that a W-2 form may contain information that is not required by the statute.
- Whether an institution must report as part of institutional salary such payments as those associated with sports camps, television shows, and shoe contracts will depend on the role the institution plays in the provision of those payments. Such payments must be disclosed if they form part of the coach's institutional compensation for coaching.
- If a school has a media partner that pays some of a coaches' salary, include the amount only if the money is paid to the school which in turn pays it to the coach. Do not include money paid directly to the coach from a media partner.
- If a head coach has responsibilities for more than one team, and the institution does not allocate that coach's salary by team, the institution must divide the salary by the number of teams for which the coach has responsibility and allocate the salary among the teams on a basis consistent with the coach's responsibilities for the different teams.
- If a coach is replaced by another coach during the reporting year, combine the money paid to both individuals for that position. You can explain this situation in the caveat box.
- For a faculty member who also coaches, the portion of his or her salary attributed to coaching activities should be included in the calculation of average salary. If coaching is part of the regular workload of a faculty member and the institution does not differentiate the compensation paid for teaching from compensation paid for coaching, the institution must make a reasonable effort to attribute an appropriate portion of the salary for coaching.
- Full-time equivalent (FTE) refers to a measurement based on 100% for full-time. A full-time head coach's FTE is equal to 1. An institution can calculate FTE in various ways: (1) Use the length of the sport's season and compare with the calendar year. If a sport is four months in length, the FTE would then be .33. (2) Look at the amount of time a coach spends coaching and compare that with a full-time position. (3) This is probably the most accurate and consistent way. Take the salary that you are paying the individual for coaching and relate that to what a full-time salary would be. For example, if you are paying a coach \$5,000 and a full-time salary would be \$20,000, the FTE would be .25.
- If a 10-month contract is a full-time contract for employees at your school, a coach with a 10-month contract should be counted as 1 FTE. If a coach has a 10-month contract, but other employees at your school have 12-month contracts, the coach is a part-time coach and should be counted as less than 1 FTE.

Screen instruction:

Indicate the average annual institutional salary of the non-volunteer head coaches of all men's teams, across all offered sports, and the average annual institutional salary of the non-volunteer head coaches of all women's teams, across all offered sports, on a per person basis. Include the number of persons and the number of full-time equivalent positions used to calculate each average.

Directions:

- 1) Enter the average annual institutional salary per head coach of men's teams (if applicable).
- 2) Enter the number of head coaches included in the average.
- 3) Enter the number of full-time equivalents (FTEs) included in the average.
- 4) Enter the average annual institutional salary per head coach of women's teams (if applicable).
- 5) Enter the number of head coaches included in the average.
- 6) Enter the number of full-time equivalents (FTEs) included in the average.
- 7) Enter the average annual institutional salary per head coach of coed teams (if applicable).
- 8) Enter the number of head coaches included in the average.
- 9) Enter the number of full-time equivalents (FTEs) included in the average.
- 10) Click on **Save** at the bottom of the screen to record your data.

Note that the system will automatically calculate the data for all other categories after the screen has been saved.

[Click here for screen instructions](#)

[Supplemental Info](#)

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Assistant Coaches Men's Teams

Information you need to complete this screen:

- You must consider graduate assistants and volunteers who served as assistant coaches to be assistant coaches for the purposes of the EADA.
- If an individual coaches more than one sport, that individual is not a full-time assistant coach for either sport. A full-time assistant coach is someone who coaches one team full-time and is a full-time employee of the institution.
- If two teams share an assistant coach, count this as one assistant coach for each team.

Screen instruction:

Indicate whether the assistant coach of each team was male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was a full-time or part-time employee/volunteer of the institution.

Directions:

- 1) Enter the number of male assistant coaches for each men's team listed.
- 2) Indicate whether the individual is a full-time or a part-time coach.
- 3) Indicate whether the individual is a full-time employee of the institution or a part-time employee/volunteer.
- 4) Enter the number of female assistant coaches for each men's team listed.
- 5) Indicate whether the individual is a full-time or a part-time coach.
- 6) Indicate whether the individual is a full-time employee of the institution or a part-time employee/volunteer.
- 7) Click on **Save** at the bottom of the screen to record your data.

Note that the system will automatically calculate the data for all other categories on this screen.

U.S. DEPARTMENT OF EDUCATION

OMB NO. 1845-0045 APPROVAL EXPIRES 06/30/2010

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University (458915) (1)

User ID: ER-4589151

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Assistant Coaches - Men's Teams

A full-time assistant coach is an individual who coaches one team full-time **and** is a full-time employee of the school

	Male Assistant Coaches				Female Assistant Coaches				
Varsity Teams	Full-Time Coaching Duties	Part-Time Coaching Duties	Full-Time University Employee	Part-Time University Employee or Volunteer	Full-Time Coaching Duties	Part-Time Coaching Duties	Full-Time University Employee	Part-Time University Employee or Volunteer	Total Assistant Coaches
Archery									
Badminton									
Coaching Position Title									

CAVEAT

Invalid data type

Fatal error

Accepted error

If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.

When you click on a confirm or explain icon, a drop-down box will appear. Enter your confirmation or explanation in that box. Do not use the caveat box for this purpose.

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Assistant Coaches Women's Teams

Information you need to complete this screen:

- You must consider graduate assistants and volunteers who served as assistant coaches to be assistant coaches for the purposes of the EADA.
- If an individual coaches more than one sport, that individual is not a full-time assistant coach for either sport. A full-time assistant coach is someone who coaches one team full-time and is a full-time employee of the institution.
- If two teams share an assistant coach, count this as one assistant coach for each team.

Screen instruction:

Indicate whether the assistant coach of each team was male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was a full-time or part-time employee/volunteer of the institution.

Directions:

- 1) Enter the number of male assistant coaches for each women's team listed.
- 2) Indicate whether the individual is a full-time or a part-time coach.
- 3) Indicate whether the individual is a full-time employee of the institution or a part-time employee/volunteer.
- 4) Enter the number of female assistant coaches for each women's team listed.
- 5) Indicate whether the individual is a full-time or a part-time coach.
- 6) Indicate whether the individual is a full-time employee of the institution or a part-time employee/volunteer.
- 7) Click on **Save** at the bottom of the screen to record your data.

Note that the system will automatically calculate the data for all other categories on this screen.

[Click here for screen instructions](#)

Supplemental Info

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Assistant Coaches Coed Teams

Information you need to complete this screen:

- You must consider graduate assistants and volunteers who served as assistant coaches to be assistant coaches for the purposes of the EADA.
- If an individual coaches more than one sport, that individual is not a full-time assistant coach for either sport. A full-time assistant coach is someone who coaches one team full-time and is a full-time employee of the institution.
- If two teams share an assistant coach, count this as one assistant coach for each team.

Screen instruction:

Indicate whether the assistant coach of each team was male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was a full-time or part-time employee/volunteer of the institution.

Directions:

- 1) Enter the number of male assistant coaches for each coed team listed.
- 2) Indicate whether the individual is a full-time or a part-time coach.
- 3) Indicate whether the individual is a full-time employee of the institution or a part-time employee/volunteer.
- 4) Enter the number of female assistant coaches for each coed team listed.
- 5) Indicate whether the individual is a full-time or a part-time coach.
- 6) Indicate whether the individual is a full-time employee of the institution or a part-time employee/volunteer.
- 7) Click on **Save** at the bottom of the screen to record your data.

Note that the system will automatically calculate the data for all other categories on this screen.

[Click here for screen instructions](#)

Assistant Coaches' Salaries at VWC

- Additional Information**

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Assistant Coaches' Salaries

Note: Instructions in this user's guide address men's, women's, and coed teams. Please apply the information as appropriate for your school. For example, if you have women's teams only, follow the instructions that apply to women's teams and ignore the instructions that apply to men's teams and coed teams.

Information you need to complete this screen:

- Exclude volunteer assistant coaches from the calculation of average salaries.
- The salaries of assistant coaches paid by entities other than the institution should be excluded from your calculation. However, if a third party gave money to the institution and the institution included that money in the salary it paid the coach for coaching, that money should be counted.
- Calculate the average salary per assistant coach by adding all of the assistant coaches' salaries and dividing by the number of assistant coaches.
- Report all wages and bonuses the institution pays an assistant coach as compensation attributable to coaching.
- Do not include benefits on this screen.
- An institution may base its report on an assistant coach's W-2 form so long as that document contains information that conforms to the U.S. Department of Education's interpretation of the EADA statute. Note that a W-2 form may contain information that is not required by the statute.
- Whether an institution must report as part of institutional salary such payments as those associated with sports camps, television shows, and shoe contracts will depend on the role the institution plays in the provision of those payments. Such payments must be disclosed if they form part of the assistant coach's institutional compensation for coaching.
- If an assistant coach has responsibilities for more than one team, and the institution does not allocate that coach's salary by team, the institution must divide the salary by the number of teams for which the assistant coach has responsibility and allocate the salary among the teams on a basis consistent with the assistant coach's responsibilities for the different teams.
- If a coach is replaced by another coach during the reporting year, combine the money paid to both individuals for that position. You can explain this situation in the caveat box.
- For a faculty member who also coaches, the portion of his or her salary attributed to coaching activities should be included in the calculation of average salary. If coaching is part of the regular workload of a faculty member and the institution does not differentiate the compensation paid for teaching from compensation paid for coaching, the institution must make a reasonable effort to attribute an appropriate portion of the salary for coaching.
- Full-time equivalent (FTE) refers to a measurement based on 100% for full-time. A full-time assistant coach's FTE is equal to 1. An institution can calculate FTE in various ways: (1) Use the length of the sport's season and compare with the calendar year. If a sport is four months in length, the FTE would then be .33. (2) Look at the amount of time a coach spends coaching and compare that with a full-time position. (3) This is probably the most accurate and consistent way. Take the salary that you are paying the individual for coaching and relate that to what a full-time salary would be. For example, if you are paying a coach \$5,000 and a full-time salary would be \$20,000, the FTE would be .25.

Screen instruction:

Indicate the average annual institutional salary of the non-volunteer assistant coaches of all men's teams, across all offered sports, and the average annual institutional salary of the non-volunteer assistant coaches of women's teams, across all offered sports, on a per person and a full-time equivalent position basis. Include the number of persons and full-time equivalent positions used to calculate each average.

Directions:

Note: If *all* of your assistant coaches are volunteers, enter a 0 for each field on this screen. You will get an error message that reads, "This number should be greater than 0." Please call the help desk toll-free at (888) 233-5421, explain that you only have volunteer assistant coaches, and we will override the error message.

- 1) Enter the average annual institutional salary per non-volunteer assistant coach of men's teams.
- 2) Enter the number of non-volunteer assistant coaches included in the average.
- 3) Enter the number of full-time equivalents (FTEs) included in the average.
- 4) Enter the average annual institutional salary per non-volunteer assistant coach of women's teams (if applicable).
- 5) Enter the number of non-volunteer assistant coaches included in the average.
- 6) Enter the number of full-time equivalents (FTEs) included in the average.
- 7) Enter the average annual institutional salary per non-volunteer assistant coach of coed teams (if applicable).
- 8) Enter the number of non-volunteer assistant coaches included in the average.
- 9) Enter the number of full-time equivalents (FTEs) included in the average.
- 10) Click on **Save** at the bottom of the screen to record your data.

Note that the system will automatically calculate the data for all other categories on this screen after the screen has been saved.

[Click here for screen instructions](#)

Supplemental Info

Athletically Related Student Aid

Note: Instructions in this user's guide address men's, women's, and coed teams. Please apply the information as appropriate for your school. For example, if you have women's teams only, follow the instructions that apply to women's teams and ignore the instructions that apply to men's teams and coed teams.

Information you need to complete this screen:

- Athletically related student aid *means any scholarship, grant, or other form of financial assistance, offered by an institution, the terms of which require the recipient to participate in a program of intercollegiate athletics at the institution.*
- Other student aid, of which a student-athlete simply happens to be the recipient, is not athletically related student aid.
- Do not include athletics aid awarded to non-athletes (student-managers, graduate assistants, trainers). This should be reported on the Total Expenses screen under Not Allocated by Gender/Sport.
- The amount of aid should be included in your revenues and expenses as well.
- If your school did not offer any athletically related student aid, enter a zero in the applicable field(s).

Screen instruction:

Indicate the total amount of money spent on athletically related student aid, including the value of waivers of educational expenses, aggregately for men's teams, aggregately for women's teams, and aggregately for coed teams, as appropriate. Use whole numbers.

Directions:

- 1) Enter the amount of money spent by the institution on athletically related student aid for all men's teams combined.
- 2) Enter the amount of money spent by the institution on athletically related student aid for all women's teams combined.
- 3) Enter the amount of money spent by the institution on athletically related student aid for all coed teams combined.
- 4) Click on **Save** at the bottom of the screen to record your data.

Note that the system will automatically calculate the data for all other categories on this screen.

Click here to see more instructions.

- ii Screening Questions
- iii Participants
- iv Head Coaching Staff
- v Assistant Coaching Staff
- vi Student Aid
- Student Aid MWC
- vii Revenues
- viii Recruiting Expenses
- ix Operating Expenses
- x Expenses
- xi Summary
- xii Supplemental Info

Athletically Related Student Aid should also be included on the Revenues and Expenses screens for the teams to which it applies. If you do not have any aid to report, enter a 0.

	Men's Teams	Women's Teams	Coed Teams	Total
Total				
Ratio (percent)				100%

CAVEAT

Invalid data type Fatal error Accepted error

• If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.

• When you click on a confirm or explain icon, a drop-down box will appear. Enter your confirmation or explanation in that box. Do not use the caveat box for this purpose.

Pyrophosphates

Save

Abstract

Shirazi

Total Revenues

Note: Instructions in this user's guide address men's, women's, and coed teams. Please apply the information as appropriate for your school. For example, if you have women's teams only, follow the instructions that apply to women's teams and ignore the instructions that apply to men's teams and coed teams.

Information you need to complete this screen:

- Revenues means revenues attributable to intercollegiate athletic activities. This includes revenues from appearance guarantees and options, contributions from alumni and others, institutional royalties, signage and other sponsorships, sports camps, state or other government support, student activity fees, ticket and luxury box sales, and any other revenues attributable to intercollegiate athletic activities.
- Include:
 - revenues derived from fund-raising activities (along with fundraising money carried over in the budget)
 - institutional support (i.e., your budget)
- Revenues not attributable to a particular sport or sports must be included only in the Not Allocated by Gender/Sport category. Those revenues include, but are not limited to, alumni contributions to the athletic department not targeted to a particular sport or sports, investment interest income, student activity fees, and the athletics director's salary.
- The basis for determining whether a revenue should be included is simply whether the item was attributable to the institution's intercollegiate athletic activities.
- Revenues include more than earned income (such as gate receipts).
- Total annual revenues means gross revenues.
- Use actual amounts earned, not pledged, budgeted, or estimated amounts.
- If you budgeted for a team but there were no participants, put that money under "Not Allocated by Gender/Sport."
- Your total reported revenues must cover your total reported expenses.
- If your initial calculations indicate that your total revenues do not cover your total expenses, you may find it helpful to work backwards. How were the bills paid? The funds used to pay them should be included in your revenues.

Screen instruction:

Enter revenues derived by the institution according to the categories listed on the screen, as appropriate.

Directions:

- 1) Enter revenues attributable to men's basketball.
- 2) Enter revenues attributable to football.
- 3) Enter revenues attributable to each men's team listed on the screen.
- 4) Enter revenues attributable to women's basketball.
- 5) Enter revenues attributable to each women's team listed on the screen.
- 6) Enter revenues attributable to each coed team listed on the screen.
- 7) Enter revenues not allocated by a particular gender/sport.

8) Click on **Save** at the bottom of the screen to record your data.

Note that the system will automatically calculate the data for all other categories on this screen.

U.S. DEPARTMENT OF EDUCATION

OFFICE OF POSTSECONDARY EDUCATION

2016-16: 10-00-0000 APPROVAL EXPIRES 02/14/2017

Institution: Sample University (459915) (1) User ID: ED-4599151

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Total Revenues - Men's, Women's and Coed Teams

Hide Menu

Click here for screen instructions

Screening Questions

Participants

Hired Coaching Staff

Assistant Coaching Staff

Student Aid

Revenues

Revenues MYNC

Recruiting Expenses

Operating Expenses

Expenses

Summary

Supplemental Info

Revenues by Team

The amount entered on the Athletically Related Student Aid screen must also be included in the revenues for the teams to which it applies. Do not include revenues for capital expenditures or debt service. Click on "Click here for screen instructions" for detailed information about other revenues to include.

Varsity Team	Men's Teams	Women's Teams	Total
Archery			
Badminton			
Total Revenues of all Sports, Except Football and Basketball, Combined (Men's and Women's Teams)			
Total Revenues Men's and Women's Teams			

Revenues Coed Teams

The amount entered on the Athletically Related Student Aid screen must also be included in the revenues for the teams to which it applies. Do not include revenues for capital expenditures or debt service. Click on "Click here for screen instructions" for detailed information about other revenues to include.

Varsity Team	% of Men	% of Women	Total
Archery			
Badminton			
Total Revenue of Coed Teams			

Grand Total Revenues

Total Revenues Men's, Women's and Coed Teams	0	0	0
Not Allocated by Gender/Sport			
Grand Total Revenues for all Teams (includes by team and not allocated by gender/sport)			0

CAVEAT

Invalid data type

Fatal error

Accepted error

If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.

When you click on a confirm or explain icon, a drop-down box will appear. Enter your confirmation or explanation in that box. Do not use the caveat box for this purpose.

Previous

Save

Next

Reset

Recruiting Expenses

Note: Instructions in this user's guide address men's, women's, and coed teams. Please apply the information as appropriate for your school. For example, if you have women's teams only, follow the instructions that apply to women's teams and ignore the instructions that apply to men's teams and coed teams.

Information you need to complete this screen:

- Recruiting expenses *means all expenses an institution incurs attributable to recruiting activities. This includes, but is not limited to, expenses for lodging, meals, telephone use, and transportation (including vehicles used for recruiting purposes) for both recruits and personnel engaged in recruiting, and other expenses for official and unofficial visits, and all other expenses related to recruiting.*
- The Recruiting expenses category is a **subset** of Total Expenses. This means that the dollar amount you enter for Recruiting Expenses should also be included on the Total Expenses screen.
- Include:
 - all expenditures for on-site visits
 - all recruiting-related expenses such as those incurred for printing recruiting materials, creating recruiting videos, and mass mailings.
 - an estimate of the value of trade-outs used in the respective recruiting of male and female athletes. Trade-outs are goods and services provided by businesses in exchange for advertising or other services provided by the institution.
- You do not have to trace every phone call or every postage stamp. Schools may make a reasonable estimate of actual expenses for such items as telephone usage and postage if those expenses cannot readily be separated from telephone and postage charges incurred for other purposes.
- If an institution cannot determine whether it recruited a particular student primarily as a regular student or as a student-athlete, the institution should include in its EADA report only recruiting expenses incurred by persons representing its athletics department.

Screen instruction:

Indicate the total amount of recruiting expenses incurred, aggregately for all men's teams, aggregately for all women's teams, and aggregately for all coed teams, as appropriate.

Directions:

- 1) Enter the total recruiting expenses incurred for all men's teams combined.
- 2) Enter the total recruiting expenses incurred for all women's teams combined.
- 3) Enter the total recruiting expenses incurred for all coed teams combined.
- 4) Click on **Save** at the bottom of the screen to record your data.

Note that the system will automatically calculate the data for all other categories on this screen.

U.S. DEPARTMENT OF EDUCATION
ONE NO. 194E-0043 APPROVAL EXPIRES 03/31/2015

OFFICE OF POSTSECONDARY EDUCATION

Institution: Sample University (456933) (1) User ID: 884569331

SURVEY STATUS
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LOGOUT

Recruiting Expenses - Men's, Women's and Coed Teams

[Click here for screen instructions](#)

Hide Menu

- Screening Questions
- Participants
- Head Coaching Staff
- Assistant Coaching Staff
- Student Aid
- Revenues
- Recruiting Expenses
 - Recruiting Expenses MWC**
 - Operating Expenses
 - Expenses
 - Summary
 - Supplemental Info

Recruiting Expenses

Recruiting Expenses should also be included on the Expenses screen for the teams to which the Expenses apply.

	Men's Teams	Women's Teams	Coed Teams	Total
Total				

CAVEAT

Invalid data type
Fatal error
Accepted error

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- When you click on a confirm or explain icon, a drop-down box will appear. Enter your confirmation or explanation in that box. Do not use the caveat box for this purpose.

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Operating Expenses (“Game-Day Expenses”) by Team/per Participant

Note: Instructions in this user’s guide address men’s, women’s, and coed teams. Please apply the information as appropriate for your school. For example, if you have women’s teams only, follow the instructions that apply to women’s teams and ignore the instructions that apply to men’s teams and coed teams.

Information you need to complete this screen:

- The Operating Expenses category is a **subset** of the Total Expenses category. This means that the dollar amount you enter for Operating Expenses should also be included on the Total Expenses screen.
- Operating expenses *means all expenses an institution incurs attributable to home, away, and neutral-site intercollegiate athletic contests (commonly known as “game-day expenses”) for*
(A) Lodging, meals, transportation, uniforms, and equipment for coaches, team members, support staff (including, but not limited to team managers and trainers), and others; and
(B) Officials
- Include:
 - expenses for tournaments and bowl games
 - expenses incurred by a team during an entire year, not just those incurred during the sports season of a team.
 - security, event staff, ambulance and such
- Do **not** include:
 - any categories of expenses that are not specifically listed above. Capital expenses and appearance fees or guarantees paid to visiting teams are excluded.
 - coaches’ salaries and benefits
 - general and administrative overhead
- The original source of the funds used to pay operating expenses (e.g., fund-raising organizations) does not exempt the institution from reporting those expenses. If the funds are expended by the institution for one of the purposes listed in the statute, the expenses must be reported.
- Report only institutional expenditures. An institution must report expenses for unfunded or non-institutionally funded varsity teams as zero. For teams that an institution only partially funds, the institution must report those expenses it does not fund as zero.
- Expenses not attributable to a particular sport, such as general and administrative overhead, must be included only in the total expenses for all sports.
- You may report combined expenditures attributable to closely related teams such as track and field or swimming and diving.

Screen instruction:

Enter operating expenses by team or per participant as appropriate. Use whole numbers only.

Directions:

- 1) Enter the operating expenses for each men’s team that is listed on the screen.
- 2) Enter the operating expenses for each women’s team that is listed on the screen.
- 3) Enter the operating expenses for each coed team that is listed on the screen.
- 4) Click on **Save** at the bottom of the screen to record your data.

Note that the system will automatically calculate the data for all other categories on this screen.

Operating Expenses (i.e., Game-Day Expenses) - Men's, Women's and Coed Teams by Team

[Click here for screen instructions](#)

- (i) Screening Questions
- (ii) Participants
- (iii) Head Coaching Staff
- (iv) Assistant Coaching Staff
- (v) Student Aid
- (vi) Revenues
- (vii) Recruiting Expenses
- (viii) Operating Expenses
- Operating Expenses EMV**
- (i) Expenses
- (ii) Summary
- (iii) Supplemental Info

Operating Expenses by Team

Operating Expenses consist of game-day expenses only. You must include your operating expenses on the Total Expenses screen as well.

	Men's Teams			Women's Teams			
Activity/Team	Participants	Operating Expenses per Participant	By Team	Participants	Operating Expenses per Participant	By Team	Total Operating Expenses
Archery	20			20			
Badminton	20			20			
Total Operating Expenses Men's and Women's Teams	40			40			

Operating Experiments - Cool Teams

Operating Expenses consist of game-day expenses only. You must include your operating expenses in the Total Expenses screen as well.

	Men			Women			
Varsity Teams	Participants	Operating Expenses per Participant	By Team	Participants	Operating Expenses per Participant	By Team	Total Operating Expenses
Archery	20			20			
Badminton	20			20			
Total Operating Expenses of Coed Teams	40			40			

Grand Total Operating Expenses

Grand Total	80	0	80	0	0
Operating Expenses					

CAVEAT

Invalid date type Fatal error Accepted error

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- When you click on a confirm or explain icon, a drop-down box will appear. Enter your confirmation or explanation in that box. Do not use the caveat box for this purpose.

Abstract

Total Expenses

Note: Instructions in this user's guide address men's, women's, and coed teams. Please apply the information as appropriate for your school. For example, if you have women's teams only, follow the instructions that apply to women's teams and ignore the instructions that apply to men's teams and coed teams.

Information you need to complete this screen:

- Expenses means expenses attributable to intercollegiate athletic activities. This includes appearance guarantees and options, athletically related student aid, contract services, equipment, fundraising activities, operating expenses, promotional activities, recruiting expenses, salaries and benefits, supplies, travel, and any other expenses attributable to intercollegiate athletic activities.
- Do not include capital expenditures or debt service.
- Expenses not attributable to a particular sport, such as general and administrative overhead, must be included in the Not Allocated field.
- If your school anticipated fielding a team, but then did not have any participants for that team, put any expenses incurred in the Not Allocated field.
- The basis for determining whether an expense should be included in an institution's EADA report is simply whether the item was attributable to the institution's intercollegiate athletic activities.
- Use actual amounts expended, not budgeted, or estimated amounts.
- Your total expenses should be greater than your recruiting expenses, operating expenses, athletically related student aid, and coaches' salaries combined.

Screen instruction:

Enter expenses incurred by the institution according to the categories listed on the screen, as appropriate. Use whole numbers only.

Directions:

- 1) Enter expenses attributable to men's basketball.
- 2) Enter expenses attributable to football.
- 3) Enter expenses attributable to each men's team listed on the screen.
- 4) Enter expenses attributable to women's basketball.
- 5) Enter expenses attributable to each women's team listed on the screen.
- 6) Enter expenses attributable to each coed team listed on the screen.
- 7) Enter expenses not allocated by gender/sport.
- 8) Click on **Save** at the bottom of the screen to record your data.

Note that the system will automatically calculate the data for all other categories on this screen.

Total Expenses - Men's, Women's and Coed Teams

[Hide Menu](#)[Click here for screen instructions](#)

- ☐ Screening Questions
- ☐ Participants
- ☐ Head Coaching Staff
- ☐ Assistant Coaching Staff
- ☐ Student Aid
- ☐ Revenues
- ☐ Recruiting Expenses
- ☐ Operating Expenses
- ☐ Expenses
 - Expenses MWC**
- ☐ Summary
- ☐ Supplemental Info

Expenses by Team

The amounts entered on the *Athletically Related Student Aid*, *Operating Expenses*, and *Recruiting Expenses* screens must also be included in the expenses for the teams to which they apply. Do not include capital expenditures or debt service. Click on "Click here for screen instructions" for detailed information about other expenses to include.

Varsity Teams	Men's Teams	Women's Teams	Total
Archery	<input type="text"/>	<input type="text"/>	
Badminton	<input type="text"/>	<input type="text"/>	
Total Expenses of all Sports, Except Football and Basketball Combined (Men's and Women's Teams)			
Total Expenses Men's and Women's Teams			

Expenses - Coed Teams

The amounts entered on the *Athletically Related Student Aid*, *Operating Expenses*, and *Recruiting Expenses* screens must also be included in the expenses for the teams to which they apply. Do not include capital expenditures or debt service. Click on "Click here for screen instructions" for detailed information about other expenses to include.

Varsity Teams	% of Men	% of Women	Total
Archery			<input type="text"/>
Badminton			<input type="text"/>
Total Expenses of Coed Teams			

Grand Total Expenses

Total Expenses Men's, Women's and Coed Teams	0	0	0
Not Allocated by Gender/Sport			<input type="text"/>
Grand Total Expenses			0

CAVEAT

Invalid data type Fatal error Accepted error

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- When you click on a confirm or explanation, a drop-down box will appear. Enter your confirmation or explanation in that box. Do not use the caveat box for this purpose.

[Previous](#)[Save](#)[Next](#)[Reset](#)

Revenues and Expenses Summary

The Revenues and Expenses screen compares your total reported revenues and your total reported expenses. Check the screen to make sure that your revenues are equal to or greater than your expenses.

If your revenues are equal to or greater than your expenses, you can proceed to the Supplemental Information screen.

If your revenues do not cover your expenses, you must revisit previous screens to make changes or you will not be able to lock your survey. The associated screens are those listed on the Revenues and Expenses Summary screen.

The screenshot shows the 'Revenues & Expenses Summary' screen. At the top, there is a header for the U.S. Department of Education, Office of Postsecondary Education, with a banner image of athletes. Below the header, navigation tabs include 'SURVEY STATUS', 'REPORTS', 'TOOLS', 'HELP', and 'LOGOUT'. The main title 'Revenues & Expenses Summary' is displayed. A sidebar on the left lists various survey sections: Screening Questions, Participants, Head Coaching Staff, Assistant Coaching Staff, Student Aid, Revenues, Recruiting Expenses, Operating Expenses, Expenses, Summary (highlighted), and Supplemental Info. The main content area shows a table with 'Grand Total Revenues' and 'Grand Total Expenses', both with values of 0. Below the table, there is a warning message: 'Please review this screen carefully. The amount of Grand Total Revenues must be equal to or greater than the amount of Grand Total Expenses before you can lock your survey data. If it is not, you must go back and correct the amounts you entered on the Total Revenues and/or Total Expenses screen(s).' This is followed by instructions on what to include in the Total Revenues and Total Expenses screens. At the bottom, there are links to return to data entry screens or proceed to the Supplemental Information screen, and a legend for error icons (Invalid data type, Fatal error, Accepted error).

Revenues and Expenses Summary	
Grand Total Revenues	0
Grand Total Expenses	0

Please review this screen carefully. **The amount of Grand Total Revenues must be equal to or greater than the amount of Grand Total Expenses** before you can lock your survey data. If it is not, you must go back and correct the amounts you entered on the Total Revenues and/or Total Expenses screen(s).

Remember that your **Total Revenues** and **Total Expenses** screens must include amounts you entered on some of the other screens. That is:

- The amount you entered on the Athletically Related Student Aid screen must be included with all of your other revenues (budget, ticket sales, etc.) on the **Total Revenues** screen. For detailed information on what to include in Total Revenues, click on "Click here for screen instructions" on the Total Revenues screen.
- The amount you entered on the Operating Expenses, Recruiting Expenses, and Athletically Related Student Aid screens must be included with all of your other expenses (salaries and benefits, equipment, etc.) on the **Total Expenses** screen. For detailed information about what to include in Total Expenses, click on "Click here for screen instructions" on the Total Expenses screen.

To return to the data entry screens to make corrections, click on the link in the menu on the left of this screen.

To proceed to the Supplemental Information screen, click on that link in the menu or click on the "Next" button on the bottom of this screen.

Invalid data type Fatal error Accepted error

- If one of the above icons appears next to a data field or fields above, click on it to view a description of the error.
- When you click on a confirm or explain icon, a drop-down box will appear. Enter your confirmation or explanation in that box. Do not use the cancel box for this purpose.

Previous Next

Supplemental Information

The supplemental information screen allows you to provide the reader with additional information about your data or to provide information to help a prospective student-athlete make an informed choice of an athletics program. You can enter a total of 1,000 characters in this space. When your data are migrated to OPE's public website, this information will be included.

If you enter text on this screen remember to click on **Save** to record your entry.

Note: Do not use the symbols < or > in your text. The survey system cannot save your text if you do.

The screenshot shows a web application interface for the Office of Postsecondary Education (OPE). At the top, there is a header with the OPE logo and navigation tabs: SURVEY STATUS, REPORTS, TOOLS, HELP, and LOGOUT. The main content area is titled "Supplemental Information". On the left, there is a sidebar menu with a "Hide Menu" link and a list of survey sections: Screening Questions, Participants, Head Coaching Staff, Assistant Coaching Staff, Student Aid, Revenues, Recruiting Expenses, Operating Expenses, Expenses, Summary, and Supplemental Info. The "Supplemental Info" section is currently selected. The main content area contains a text input field for supplemental information. Below the input field, there is a legend for error icons: a red triangle for "Invalid data type", a red circle with an 'X' for "Fatal error", and a green circle with a checkmark for "Accepted error". Below the legend, there are instructions: "If one of the above icons appears next to a data field or fields above, click on it to view a description of the error." and "When you click on a confirm or explain icon, a drop-down box will appear. Enter your confirmation or explanation in that box. Do not use the cancel box for this purpose." At the bottom of the main content area, there are four buttons: Previous, Save, Next, and Reset.

Check for Errors/Error Report

When you have finished entering your data, you must check for errors (and correct any that exist) before you can lock the survey. To do this, go to the Survey Status screen. It will show **Check for Errors** and **Error Report** links. Follow these steps:

1. Click on the **Check for Errors** link. You will be taken to an **Error Report**. This report displays a list of any errors and includes links to screens requiring updates.
2. If there are no errors, you will get the message, “The survey for (institution ID) is ready for locking.”
3. If the system has detected any errors, you must correct them before you can lock survey. To correct an error, click on the link adjacent to the error under the Options column. If you have an error that affects only one screen, the link will read, “Go to screen with error.” If you have a Global error, or an error that affects more than one screen, the link will read, “Return to data entry screens.” When you correct an error, the **Error Report** will be updated and you will see “Yes” on the associated line under the “Resolved” column when you return to the report.
4. Continue fixing your data until all errors have been resolved.

The screenshot shows the 'Error Report' page. At the top, there is a header with the 'OFFICE OF POSTSECONDARY EDUCATION' logo and a navigation bar with links: SURVEY STATUS, REPORTS, TOOLS, HELP, and LOGOUT. The user is logged in as 'Sample University (45675) (X)' with User ID: 88456751.

The main content area is titled 'Error Report' and includes a link 'Click here for screen instructions'. Below this is a table with columns: Source, Description, Severity, Resolved, and Options.

Source	Description	Severity	Resolved	Options
Global Errors				
	You did not complete all of the required survey items. The following screens have missing information:			
	Assistant Coaches Coed Teams			
	Assistant Coaches Men's Teams			
	Assistant Coaches Salaries			
	Assistant Coaches Women's Teams			
	Athletically Related Student Aid Expenses			
	Head Coaches Coed Teams	Fatal	No	Return to data entry screens
	Head Coaches Men's Teams			
	Head Coaches Salaries			
	Head Coaches Women's Teams			
	Operating Expenses (Game Day Expenses)			
	Recruiting Expenses			
	Revenues			
No other error checks can be performed until the missing information is provided.				

At the bottom of the page, there is a button labeled 'Return to Survey Status'.

Locking Your Survey

After you conduct the error check and there are no errors detected by the survey system, you are ready to lock your survey. The Survey Status screen will be updated to **Clean** and a **Lock** option will appear.

Locking the survey creates a read-only file and prevents additional updates. It is advisable to lock the survey only **AFTER** the data inputs have been thoroughly verified and deemed final. After the survey is locked, the system will send a confirmation e-mail to the address listed on the Registration screen.

A survey must be locked before it is considered complete.

Follow these steps to lock your survey:

1. Click on **Lock** on the Survey Status screen.
2. Click on **Continue with locking**.

The next screen confirms that the survey has been successfully locked.

You must contact the EADA Help Desk if you subsequently discover an error and need to make changes.

Note: Always print a copy of your completed survey for your records.

What Happens After Your Survey Data Have Been Locked?

After you lock your survey data, the survey system will automatically send an e-mail to the address on the survey Registration screen. The e-mail is written confirmation that the survey was locked and will include the date that it was locked.

Next, the survey data will be reviewed. Note that although the survey system did not detect any errors, or any further errors, and you were able to lock your survey, there may still be errors, or questions about your data. If this is the case with your survey, an e-mail will be sent to the address on the Registration screen asking you to contact the help desk toll-free by telephone to correct an error or to clarify some specific data or some text in a caveat.

For example, there may be a discrepancy between something written in a caveat, and the data on that screen. Another example is stating that the huge increase in a line item from the previous year was due to an increase in capital expenses. Capital expenses are not included in the EADA data collection, and thus should be deleted.

Migrating the data to OPE's public website

After the questions have been resolved, or if there are not any questions, your institution's survey data will be migrated to the Office of Postsecondary Education's public website for anyone to view. That address is: <http://www.ope.ed.gov/athletics>. Please note that it may take several weeks before your survey data are migrated as there are many surveys to review and they are reviewed in the order that they were locked.

If you would like to view your institution's data after they have been migrated, go to the public website and click on the first report option, ("Get Data for One Institution"). Enter the name of your institution in the Name of Institution field, and click on the Search button at the bottom of the screen. Click on the links to view the various survey screens.